

MONROE COUNTY

JOB DESCRIPTION

Position Title: CONSTRUCTION INSPECTOR		Date: 7/20/99
Position Level: 8	FLSA Status: Non-Exempt	Class Code: 8-27

GENERAL DESCRIPTION

A technical engineering position of responsibility involving all facts of civil engineering performed in the field or office. A senior position involving moderately advanced engineering skills and techniques; performs construction inspections; researches official records, prepares technical reports. Assignments are performed under the general direction of the County Engineer or his designee.

KEY RESPONSIBILITIES

1. Responsible for inspecting a variety of public works contracts, including construction and service contracts, for compliance with plans and specifications. Contractor quality, testing lab results, materials used on the project, and the contractor's pay request are also reviewed.
2. Prepares sketches "as built drawings", and finished drawings in connection with the construction of new buildings and the repair or alteration of existing structures.
3. Prepares complete plans and specifications for roadway construction projects and routine maintenance or service projects.
4. Makes written reports of job progress and percentage of completion on projects and keeps up to date diary of daily operations of contractor.
5. Prepares permit applications and related documentation and drawings to FDOT, FDER, ACOE, US Fish and Wildlife, etc., and responds to agency comments.
6. Makes independent investigations of complaints received by public works concerning various situations such as flooding, pavement conditions, right-of-way encroachments, etc., and makes recommendations as to validity and solution.
7. Assists with survey work involving the location of county property lines, checking right-of-way encroachments and establishing right-of-way centerlines. Interpret coastal geodetic information in establishing elevations. Prepares moderately complex legal descriptions. Review title evidence.
8. Prepares technical reports requiring extensive research, works on special projects, and participates in studies as directed.
9. Performs related work as required.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required. An equivalency diploma issued by the state department of education or by the United Armed Forces Institute or a qualifying score on the Division of Personnel Education Attainment Comparison Test may be substituted for high school graduation.
<i>Experience:</i>	Six years of engineering technician experience or certification from the Department of Transportation as an Engineer I.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify; but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hrs. pending disasters.
<i>Other:</i>	Requires knowledge of basic principles, practices, techniques and instruments of civil engineering as they relate to roads, bridges and buildings. Ability to perform advanced mathematical calculations, perform technical field test and analysis; compile and analyze engineering data and formulate solution; read and interpret plans and specifications; communicate orally and in writing. Prefer experience using computer programs such as Database, Lotus and Auto Cad. Requires possession of valid Florida drivers license.

APPROVALS	
<i>Department Head:</i>	
Name: _____	Signature: _____ Date: _____
<i>Division Director:</i>	

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

